African Community School

The Adiaha Antigha Centre, 24–30 Dalston Lane, London E8 3AZ

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Registered charity no. 1087936

INFORMATION & GUIDANCE FOR PARENTS

Saturday Supplementary School · 2026/2027

At a glance

- **Saturdays:** 10:00am – 1:00pm during term time
- **Who for:** children and young people in Years 1–11, plus adult and family learning
- **Core subjects:** Maths, English and Science, with SATs and GCSE preparation
- **Attendance expected:** at least 95%
- **Safeguarding lead:** Kome Owuasu — see section 9

1. ABOUT AFRICAN COMMUNITY SCHOOL

African Community School (ACS) is a registered charity and community organisation providing supplementary education in Hackney. We offer a safe environment for children, young people, adults and families, through services that relieve poverty and promote social and economic wellbeing.

Ofsted registration. Our application for Ofsted registration of the Saturday School is in progress. We will let parents know as soon as it is confirmed. Until then, please see section 6 before making any childcare funding claim based on fees paid to us.

Our charitable objects

> *To advance the academic education of children from the ages of 3 to 16 years and above, through the provision of out-of-school education support, activities and projects, initially for those resident in the London Borough of Hackney and the surrounding area, and in particular such children who are of African–Caribbean descent or who are from other ethnic groups.*

Mission

ACS creates an environment in which children and young people aged 5–16 and above, adults and their families from Hackney's African and Caribbean communities can study together, perform well and achieve their highest educational attainment. We also welcome families from other ethnic minority backgrounds.

Goal

To help pupils improve their educational attainment, overcome barriers to learning and build confidence. We also work with parents and adults to improve literacy, numeracy and parenting skills.

2. HOW WE TEACH

We use an active learning model that develops school-aged children and young people incrementally. We understand and cater for the whole educational needs of each child, using visual, audio and kinaesthetic teaching methods so that we can engage every student and connect with their preferred learning style. This makes learning more enjoyable and improves grades in national curriculum subjects.

What students gain

- Confidence and self-esteem
- Articulate conversational skills
- The ability to analyse, interpret and apply information
- Stronger inter-personal and listening skills
- An understanding of collaboration and effective teamwork
- Extended learning, enrichment and improved attainment
- Positive attitudes towards learning and better behaviour

3. WHAT WE OFFER

We work within the National Curriculum and provide extra support in the core subjects — Maths, English and Science — for children from Year 1 to Year 11, and prepare pupils for SATs and GCSE examinations.

Additional activities

- Revision classes for SATs and GCSEs, homework support and ICT classes
- Extra tuition to improve performance across KS1 to KS4
- African dance and drumming
- Youth programmes: drug awareness education, self-development and confidence building through peer education and peer mentoring
- Educational and cultural trips to places of interest
- Sports (football), games and outdoor adventurous activities
- Educational seminars, workshops and African cultural events
- A summer school scheme combining cultural, social and educational activities
- Family learning programme and parenting classes
- Adult learning programme focusing on ICT, accredited through OCR
- Functional English and Maths from Entry 3 to Level 2, plus Adult and Social Care, Childcare and Early Years Educator courses for adults
- Arts and creative activities that engage and motivate younger children
- Media skills and video production
- Vocational and training skills geared to the labour market

We promote community cohesion by making our service inclusive to the different ethnic groups in our community.

> *Make every home, every shack or rickety structure a centre of learning.* — Nelson Mandela

4. OPENING TIMES AND TERM DATES

Provision	When
Saturday School	10:00am – 1:00pm, every Saturday during term time

Provision	When
Summer School	Monday to Friday, 9:00am – 6:00pm

The Saturday School runs during term time only and closes for school holidays.

Term	Months
Autumn term	September – December
Spring term	January – March
Summer term	April – July

5. ENROLMENT AND ASSESSMENT

Registration is by enrolment form, available from the administration officer or online at www.acschool.org.uk. As part of the assessment, please provide a copy of:

- Your child's last school report
- Their Education, Health and Care (EHC) plan, if your child has one

Initial assessment

We assess children at the start, middle and end of each term. This helps teachers identify your child's needs and plan around them.

How we monitor progress

- Progress tracked against measurable targets
- Attendance register
- Termly feedback from children and parents at parents' consultations
- Written progress reports

6. FEES

Full details are set out in our **Fee Payment Policy 2026/2027**, which you will be asked to read and sign. The headline rates are:

	Primary	Secondary
Per term	£135	£150
Per month	£45.00	£50.00
Weekly day fee	£25	£30
Registration (one-off)	£20 per child	£20 per child

Paying termly works out cheaper across the year, and sibling discounts are only available on the termly rate. Parents paying monthly also pay one month in advance.

How to pay

Invoices are generated online and sent to you through Square. You can pay by bank transfer (our preferred method), by card using the link on your Square invoice, or by card reader at the office. Fees are due on the first Saturday of each month, or in full at the start of the term.

If you are having difficulty with payment, please contact the Programme Manager straight away rather than letting fees build up, as unpaid fees may result in the loss of your child's

place. If you think you may be eligible for a concessionary rate, please speak to the office before enrolling.

Help paying for childcare. Government childcare support, including Tax-Free Childcare and the Universal Credit childcare element, can only be claimed for providers registered with Ofsted. Please check with the ACS office before making any claim based on fees paid to us. For current guidance visit www.gov.uk/tax-free-childcare or www.gov.uk/universal-credit, or call 0345 300 3900.

7. ATTENDANCE, PUNCTUALITY AND REFUNDS

Please encourage your child not to miss any Saturday unless it is necessary. We monitor individual attendance, punctuality, behaviour and achievement.

- Attendance of at least 95% is expected
- Absence of more than two Saturdays in a month will be followed up unless there is a valid reason
- Continued absence may result in your child being removed from the register

If your child is unwell or does not attend for any reason, we cannot refund that day. The fees you pay are for the place, not for attendance.

A certificate or gift voucher is awarded at the end of each term to our best students.

8. WHAT TO BRING

Children should bring a packed lunch for their break, along with the correct equipment, books and folder.

- No fizzy drinks or glass bottles
- We cannot reheat food or refrigerate it — please include an ice block where possible

Valuables

Please do not send anything you or your child would be upset to lose or damage. We cannot store or record valuables, and the centre takes no responsibility for property that is lost or damaged, including mobile phones. Hand-held games consoles and other electrical equipment are not permitted at the centre on Saturdays.

Collection

Please contact ACS as soon as possible if you are running late. A late collection charge of £5.00 per 10 minutes applies. If we are unable to reach you or any of your emergency contacts, we will follow our safeguarding procedures, which may include contacting Children's Social Care.

9. SAFEGUARDING CHILDREN

Safeguarding children is everyone's business. We comply with the Hackney Safeguarding Children Partnership policy and provide a safe physical environment for children, young people, staff and volunteers, applying health and safety measures in line with the law and regulatory guidance.

If you have any concerns, please contact:

Role	Name	Contact
Designated Safeguarding Lead	Kome Owuasu	kome@acschool.org.uk 020 7923 8350

Role	Name	Contact
Trustee lead for safeguarding	Mrs Cherry Josiah	office@acschool.org.uk 07484 356 541

Staff and volunteers

All staff and volunteers at ACS complete an enhanced DBS check before starting work with us.

10. HEALTH, MEDICAL AND SPECIAL NEEDS

Keeping your child healthy and safe

For your child's safety and wellbeing, please tell us anything we should be aware of — allergies, medication, medical conditions, special needs, religious or cultural requirements, and the language spoken at home — and give two emergency contacts on the registration form.

We have first aid qualified staff who can deal with minor injuries. In an emergency we may need to take appropriate action, which could include taking your child to hospital. Staff will make every effort to reach you or an emergency contact if this happens.

Medication

We do not give medication without a consent slip, except in extreme emergencies. Prescribed medication must be in its original pharmacy container, clearly labelled with your child's name. It can be stored safely and given to your child to take themselves under staff supervision, as agreed in writing and signed by a parent or carer. Emergency prescribed medication may only be administered by appropriately trained staff who have agreed in writing to do so. Wherever possible, a parent or carer should administer medicine.

Special needs

Wherever possible, activities are adapted to the needs of all children.

If your child is unwell

Please contact the Saturday School on the first day of your child's illness. If your child has a contagious illness such as chickenpox or measles, please keep them at home and let us know.

11. OUR POLICIES

Equal opportunities

All children are given the same chance to take part, in ways that suit their individual needs.

Confidentiality

Where information is shared, only the relevant party will be informed — except in child protection cases, where we may be required to share information without consent.

Fire, health and safety

ACS complies with the school fire procedures. All classrooms, equipment and areas used by children are checked for safety daily.

Trips

Parents are notified of any trips. Details and permission slips are given to children for your signature and approval. Where transport is used it will be by minibus or coach, except for local trips, where children travel by public transport with an adequate adult-to-child ratio.

Complaints

Any complaint about our service or about a member of staff should be put in writing to the Programme Manager, or raised with the Programme Manager in person if you prefer.

12. HOW YOU CAN HELP

- Take an interest in your child's schoolwork — support and encourage them with homework, and make sure they have somewhere quiet to do it
- Support the school in addressing poor behaviour and attendance, and make sure your child knows the school rules
- Attend the regular meetings between parents and Saturday School teachers
- Make contributions and suggestions towards the running and progress of the school
- Take an interest in your child's education more broadly

13. WHAT PARENTS AND STUDENTS SAY

> *My child gets lots of support with Maths, English and her spelling here.* — Parent
>
> *My child makes good progress academically at Saturday School.* — Parent
>
> *I like coming to the supplementary school because they are always ahead of my school.* — Year 9 student
>
> *Because they teach me things for my SATs, and they help me with any difficulties.* — Year 6 student
>
> *I like coming to Saturday School because it helps me maintain my focus, and I get to learn new things.* — Year 8 student
>
> *I like coming to Saturday School because all the teachers make us feel comfortable so we can ask them questions, and I enjoy what we learn.* — Year 10 student

PARENT / CARER ACKNOWLEDGEMENT

Please complete, sign and return this page to the ACS office.

I confirm that I have read and understood the Information and Guidance for Parents, and I agree to support the arrangements it sets out.

Child / children's names	**Year group(s)**
Parent / carer name	**Contact number**
Signed	**Date**

Office use only

Received by	Date received